

Chapter 6

SINGLE-ADDRESS RENTAL ACTIVITIES

This chapter explains how to set up, fund, draw funds for, and complete HTF rental activities that are carried out at a single location.

Note: If one of the units in a rental activity will be occupied by the owner, there must be at least four other HTF-assisted units in the building. If there are not, you should set up a homebuyer activity instead.

ACTIVITY SETUP

To add a new activity, fill in the Add Activity screen (see page 3-2), setting the ACTIVITY CATEGORY to **Rental**. To update or view an existing activity, follow the instructions on page 3-5 for retrieving and displaying it on the Edit Activity screen.

Click the [Add HTF] or [Edit HTF] Setup Detail button to display the first of two rental setup screens.

ADD/EDIT HTF SETUP DETAIL (PAGE 1)

Basic setup information is entered on this screen, including the type of activity to be performed, the address of the assisted property, the number of rental units you expect to assist with HTF funds, and whether the activity is located at a single site or at multiple addresses.

- Switch Profile
- Logout

- Activity**
- Add
- Search
- Search HOME/HTF
- CDBG Cancellation

- Project**
- Add
- Search
- Copy

- Utilities**
- Home
- Data Downloads
- Print Page
- Help (Add)
- Help (Edit)

- Links**
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Activity

Add HTF Setup Detail (Page 1)

Rental

|
 |

* Indicates Required Field

Grantee/PJ Activity ID: N/A	Activity Name: Single Site Rental	Program Year/Project ID: 2015/20
IDIS Activity ID: 600	Activity Owner: HAWAII	Project Title: Single Site Rental

Will the project meet the Environmental Provisions under the Property Standards at 93.301(f)(1) or 93.301(f)(2) at project completion?

Yes No

Will this activity be carried out by a faith-based organization?

Yes No

Performance Objective:
Select Option

Performance Outcome:
Select Option

Special Characteristics (Check any that apply to the location of this activity)

CDBG Strategy Area
 Local Target Area
 Presidentially Declared Major Disaster Area
 Historic Preservation Area
 Brownfield Redevelopment Area
 Conversion from Non-Residential to Residential Use

***Setup Activity Type:**
Select Option

Multi-Address: Yes No

Loan Guarantee: Yes No

Activity Address ?

***Address Line 1:**

***City:**

Address Line 2:

***State:** ***Zip Code:** +

Address Line 3:

***County:**

Activity Estimates

***Estimated HTF Units:**

|
 |

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. They are populated with data from the common activity screen.
Will the project meet the Environmental Provisions under the Property Standards at 93.301(f)(1) or 93.301(f)(2) at project completion?	<p>The value of this field will be defaulted to No. Users can change this field to Yes to indicate the HTF project will meet the Environmental Provisions under the Property Standards at 24 CFR § 93.301(f)(1) or § 93.301(f)(2) at project completion.</p> <p>Note: This question must be answered as “Yes” in order for the activity to be funded.</p>
Performance Objective	<p>Select the objective that best reflects your intent in setting up this activity. Descriptions of the objectives are provided on the help screen.</p> <p>If you leave the field blank, it will be set to Provide decent affordable housing.</p>
Performance Outcome	<p>Select the outcome that best reflects the results you are seeking to achieve with this activity. Descriptions of the outcomes are provided on the help screen.</p> <p>If you leave the field blank, it will be set to Affordability.</p>
Will this activity be carried out by a faith-based organization?	Change this field to Yes if a faith-based organization will carry out this activity.
Special Characteristics	<p>Check the box for each characteristic that applies to the location of the activity you are setting up. More than one box may be checked; all boxes may be left unchecked. See the help screen for definitions of the characteristics.</p> <p>Note: For Grantees in Arizona, California, New Mexico, and Texas, an additional characteristic, COLONIA, is displayed. Check it if the activity assists a rural community or neighborhood that is within 150 miles of the U.S.-Mexican border and lacks decent housing.</p>

Field	Description
Setup Activity Type	<p>Select the dropdown item that describes the type of work to be performed:</p> <p>Rehabilitation Only: Alteration, improvement or modification of an existing structure that does not include the acquisition of real property.</p> <p>New Construction Only: Construction of new residential units or the addition of units outside the existing walls of the structure.</p> <p>Acquisition Only: Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition and consequently does not require rehabilitation.</p> <p>Acquisition and Rehabilitation: Rehabilitation that includes the acquisition of real property.</p> <p>Acquisition and New Construction: New construction that involves the acquisition of real property.</p>
Multi-Address	<p>For a single-address activity, leave this field set to No.</p> <p>If the activity is being carried out at more than one address (each rental unit in an apartment building is <u>not</u> considered a separate address), change this field to Yes. Multi-address rental activities are covered in the next chapter.</p>
Loan Guarantee	<p>If HTF funds will be used to guarantee financing provided by private lenders, change this field to Yes.</p>
Activity Address	<p>Enter the street, city, and state of the property being assisted.</p> <p>Note: If you change the STATE, click the [Refresh County Code] button before validating the address.</p>
[Validate This Address] button	<p>Required. After filling in ADDRESS LINE 1, CITY, and STATE, click this button to verify the input. If the address is:</p> <ul style="list-style-type: none"> • Valid, the ZIP CODE and COUNTY will be populated automatically with the correct data. • Invalid, an error message is displayed. You may either correct and revalidate the address, or check the SKIP VALIDATION FOR NOW box under the ADDRESS LINE 3 field and validate it later. If you check the SKIP VALIDATION box, you will have to fill in the ZIP CODE and COUNTY before the screen can be saved.
Activity Estimates	
Estimated HTF Units	<p>Enter the number of units that you expect will have been assisted with HTF funds upon activity completion.</p>

When you have finished, click the [Save and Continue] button.

ADD/EDIT HTF SETUP DETAIL (PAGE 2)

On the second rental setup screen, you will provide information about the property owner:

<ul style="list-style-type: none"> - Switch Profile - Logout 	<p>Activity</p> <p>Add HTF Setup Detail (Page 2)</p>						
<p>Activity</p> <ul style="list-style-type: none"> - Add - Search - Search HOME/HTF - CDBG Cancellation 	<p>Rental</p> <ul style="list-style-type: none"> • HTF setup has been saved <p>Save and Previous Page Save Cancel</p>						
<p>Project</p> <ul style="list-style-type: none"> - Add - Search - Copy 	<p>* Indicates Required Field</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Grantee/PJ Activity ID: N/A</td> <td style="padding: 2px;">Activity Name: Single Site Rental</td> <td style="padding: 2px;">Program Year/Project ID: 2015/20</td> </tr> <tr> <td style="padding: 2px;">IDIS Activity ID: 600</td> <td style="padding: 2px;">Activity Owner: HAWAII</td> <td style="padding: 2px;">Project Title: Single Site Rental</td> </tr> </table> <p>Activity Address: Ohia Ku Street Pukalani, HI 96788</p>	Grantee/PJ Activity ID: N/A	Activity Name: Single Site Rental	Program Year/Project ID: 2015/20	IDIS Activity ID: 600	Activity Owner: HAWAII	Project Title: Single Site Rental
Grantee/PJ Activity ID: N/A	Activity Name: Single Site Rental	Program Year/Project ID: 2015/20					
IDIS Activity ID: 600	Activity Owner: HAWAII	Project Title: Single Site Rental					
<p>Utilities</p> <ul style="list-style-type: none"> - Home - Data Downloads - Print Page - Help (Add) - Help (Edit) 	<p>*Property Owned by: Select Option ▾</p>						
<p>Links</p> <ul style="list-style-type: none"> - Contact Support - Rules of Behavior - CPD Home - HUD Home 	<p>Property Owner Name</p> <p>First Name: <input type="text"/> Middle Initial: <input type="text"/> Last Name: <input type="text"/></p> <p>Property Owner Address</p> <p>*Address Line 1: <input type="text"/> *City: <input type="text"/></p> <p>Address Line 2: <input type="text"/> *State: <input type="text" value="Hawaii"/> *Zip Code: <input type="text"/> + <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>Save and Previous Page Save Cancel</p>						

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing. Notice that the activity address from the previous screen has been added.
Property Owned by	Make a selection from the dropdown to indicate who owns the rental property being assisted with HTF funds.
Property Owner Name	Optional. If the owner is an individual, enter his/her full name. Otherwise, enter the legal name of the organization in the FIRST NAME field.
Property Owner Address	Enter the property owner's address.

When you are finished, click [Save] to save your data and display the Edit Activity screen (see page 3-8).

ACTIVITY FUNDING AND DRAWDOWNS

Rental activities may be funded with EN (Entitlement), SU (Subgrant), and RO (Rental Operating Assistance and Reserves) funds.

For more information on activity funding and drawdowns, see Chapters 14 and 15.

ACTIVITY COMPLETION

To complete a single-address rental activity in IDIS, you will provide information about the activity's units, costs, and beneficiaries on two HTF completion screens. Once all of the required data has been entered, the ACTIVITY STATUS must be updated to **Completed**. HTF regulations at 24 CFR 93.402(d)(1) require Grantees to enter all completion data and update the status of an activity to **Completed** within 120 days of the final draw.

To access the completion screens, follow the instructions on page 3-5 for retrieving an activity and displaying it on the Edit Activity page. On that page, click the [Add HTF Accomp.] or [Edit HTF Accomp.] button to display the first HTF completion screen.

ADD/EDIT COMPLETION DETAIL (PAGE 1)

Basic completion information is input on this screen:

- Switch Profile
- Logout

Activity
- Add
- Search
- Search HOME/HTF
- CDBG Cancellation

Project
- Add
- Search
- Copy

Utilities
- Home
- Data Downloads
- Print Page
- Help

Links
- Contact Support
- Rules of Behavior
- CPD Home
- HUD Home

Activity
Add HTF Completion Detail (Page 1)

Rental

Save | Save and Continue | Cancel

*** Indicates Required Field**

Grantee/PJ Activity ID: N/A	Activity Name: Single Site Rental	Program Year/Project ID: 2015/20
IDIS Activity ID: 600	Activity Owner: HAWAII	Project Title: Single Site Rental
HTF Multiple-address: No	HTF Completion Activity Type:	Number of HTF-Assisted Units: 6

Activity Address:
Ohia Ku Street
Pukalani, HI 96788

Completion Narrative: (Maximum 4000 characters) ⓘ

***Completion Activity Type:** ⓘ
 Rehabilitation Only ▼

***Property Type:** ⓘ
 Select Option ▼

Mixed Use:
 Yes No

Mixed Income:
 Yes No

Units

***Total Completed Units:** ⓘ

***HTF-Assisted Units:** ⓘ

Of the Total Completed Units, the Number of

	Total	HTF-Assisted
Energy Star Certified Units	<input type="text"/>	<input type="text"/>
Section 504 Accessible Units	<input type="text"/>	<input type="text"/>
Units Designated for Disabled Individuals or Families for Other than Mobility Impairments	<input type="text"/>	<input type="text"/>
Units Designated for Homeless Individuals	<input type="text"/>	<input type="text"/>
Of the Units Designated for Homeless Individuals, Number of Units Designated for Chronically Homeless Individuals	<input type="text"/>	<input type="text"/>
Of the Units Designated for Homeless Individuals, Number of Units Designated for Homeless Veteran Individuals	<input type="text"/>	<input type="text"/>
Units Designated for Homeless Families	<input type="text"/>	<input type="text"/>
Of the Units Designated for Homeless Families, Number of Units Designated for Chronically Homeless Families	<input type="text"/>	<input type="text"/>
Of the Units Designated for Homeless Families, Number of Units Designated for Homeless Veteran Families	<input type="text"/>	<input type="text"/>
Units Designated for Persons with HIV/AIDS	<input type="text"/>	<input type="text"/>
Units Designated for Victims of Domestic Violence	<input type="text"/>	<input type="text"/>
Units Designated for Homeless Youth	<input type="text"/>	<input type="text"/>
Units Designated for Youth Aging out of Foster Care	<input type="text"/>	<input type="text"/>

Period of Affordability

If you are imposing a period of affordability that is longer than the regulatory minimum, enter the total years (HTF minimum + additional) of affordability.

Total Years of Affordability: ⓘ

Save | Save and Continue | Cancel

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Completion Narrative	Optional.
Completion Activity Type	<p>This field is initially populated with the ACTIVITY SETUP TYPE input at setup. Change it here if the setup type no longer accurately reflects the work that was performed.</p> <p>The completion activity types are the same as the setup types (see page 6-4 for definitions).</p>
Property Type	Make a selection from the dropdown to identify the type of property assisted with HTF funds.
Mixed Use	If the HTF-assisted property is not 100 percent residential (e.g., there is a video rental store on the ground floor of the apartment building), change this field to Yes .
Mixed Income	If less than 100 percent of the residential units in the HTF-assisted property qualifies as affordable housing (see 24 CFR 93.302), change this field to Yes .
Total Completed Units	Enter the total number of units (HTF assisted plus non-HTF assisted) at activity completion. This field is initially populated with the number of ESTIMATED HTF UNITS you entered at activity setup (see page 6-2), but may be changed.
HTF-Assisted Units	Enter the number of units that received HTF assistance. This field is also initially populated with ESTIMATED HTF UNITS, but may be changed. The number of HTF-ASSISTED UNITS cannot be more than TOTAL COMPLETED UNITS.
Energy Star Certified Units	<p>In the TOTAL column, enter the total number of units that have received Energy Star certification.</p> <p>In the HTF-ASSISTED column, enter the number of HTF-assisted units that have received Energy Star certification.</p>
Section 504 Accessible Units	Enter the total number of units that are fully accessible under Section 504 accessibility standards. Include all 504-accessible units in the count, whether or not HTF funds were spent to make them 504-accessible.
<i>A note regarding the next 11 fields</i>	<i>Grantees are not required to ask program participants about their disability status in order to report on the Performance Measurement indicators concerning access for persons with disabilities. The special needs indicators refer to the units developed and designated specifically for persons with these disabilities, <u>not</u> to the individuals who occupy the units.</i>

Field	Description
<p>Units Designated for Disabled Individuals or Families for Other than Mobility Impairments</p>	<p>In the Total column, enter the total number of rental units developed specifically for occupancy by disabled individuals or families for other than mobility impairments.</p> <p>In the HTF-Assisted column, enter the number of HTF-Assisted units developed specifically for occupancy by disabled individuals or families for other than mobility impairments. This value cannot exceed the value in the 'Total Completed Units' field.</p>
<p>Units Designated for Homeless Individuals</p>	<p>In the Total column, enter the total number of rental units developed specifically for occupancy by homeless individuals.</p> <p>In the HTF-Assisted column, enter the number of HTF-Assisted units developed specifically for occupancy by homeless individuals. This value cannot exceed the value in the 'Total Completed Units' field.</p> <p>HUD's definition of "homeless" is an individual or family who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is either:</p> <ul style="list-style-type: none"> • a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or • an institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Field	Description
<p>Of the Units Designated for Homeless Individuals, Number of Units Designated for Chronically Homeless Individuals</p>	<p>In the Total column, of the units designated for homeless individuals, enter the total number of rental units developed specifically for occupancy by chronically homeless individuals.</p> <p>In the HTF-Assisted column, of the units designated for homeless individuals, enter the number of HTF-Assisted units developed specifically for occupancy by chronically homeless individuals. This value cannot exceed the value in the 'Total Completed Units' field.</p> <p>HUD's definition of "chronically homeless" is an unaccompanied homeless individual with a disabling condition who has either:</p> <ul style="list-style-type: none"> • been continuously homeless for a year or more, or • had at least four episodes of homelessness in the past three years. <p>A "disabling condition" is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. "Homelessness" is defined as sleeping in a place not meant for human habitation or in an emergency homeless shelter.</p>
<p>Of the Units Designated for Homeless Individuals, Number of Units Designated for Homeless Veteran Individuals</p>	<p>In the Total column, of the units designated for homeless individuals, enter the total number of rental units developed specifically for occupancy by homeless veteran individuals.</p> <p>In the HTF-Assisted column, of the units designated for homeless individuals, enter the number of HTF-Assisted units developed specifically for occupancy by homeless veteran individuals. This value cannot exceed the value in the 'Total Completed Units' field.</p>
<p>Units Designated for Homeless Families</p>	<p>In the Total column, enter the total number of rental units developed specifically for occupancy by homeless families.</p> <p>In the HTF-Assisted column, enter the number of HTF-Assisted units developed specifically for occupancy by homeless families. This value cannot exceed the value in the 'Total Completed Units' field.</p>
<p>Of the Units Designated for Homeless Families, Number of Units Designated for Chronically Homeless Families</p>	<p>In the Total column, of the units designated for homeless families, enter the total number of rental units developed specifically for occupancy by chronically homeless families.</p> <p>In the HTF-Assisted column, of the units designated for homeless families, enter the number of HTF-Assisted units developed specifically for occupancy by chronically homeless families. This value cannot exceed the value in the 'Total Completed Units' field.</p>

Field	Description
Of the Units Designated for Homeless Families, Number of Units Designated for Homeless Veteran Families	<p>In the Total column, of the units designated for homeless families, enter the total number of rental units developed specifically for occupancy by homeless veteran families.</p> <p>In the HTF-Assisted column, of the units designated for homeless families, enter the number of HTF-Assisted units developed specifically for occupancy by homeless veteran families. This value cannot exceed the value in the 'Total Completed Units' field.</p>
Units Designated for Persons with HIV/AIDS	<p>In the Total column, enter the total number of rental units developed specifically for occupancy by persons with HIV/AIDS.</p> <p>In the HTF-Assisted column, enter the number of HTF-Assisted units developed specifically for occupancy by persons with HIV/AIDS. This value cannot exceed the value in the 'Total Completed Units' field.</p>
Units Designated for Victims of Domestic Violence	<p>In the Total column, enter the total number of rental units developed specifically for occupancy by victims of domestic violence.</p> <p>In the HTF-Assisted column, enter the number of HTF-Assisted units developed specifically for occupancy by victims of domestic violence. This value cannot exceed the value in the 'Total Completed Units' field.</p>
Units Designated for Homeless Youth	<p>In the Total column, enter the total number of rental units developed specifically for occupancy by homeless youth.</p> <p>In the HTF-Assisted column, enter the number of HTF-Assisted units developed specifically for occupancy by homeless youth. This value cannot exceed the value in the 'Total Completed Units' field.</p>
Units Designated for Youth Aging out of Foster Care	<p>In the Total column, enter the total number of rental units developed specifically for occupancy by youth aging out of foster care.</p> <p>In the HTF-Assisted column, enter the number of HTF-Assisted units developed specifically for occupancy by youth aging out of foster care. This value cannot exceed the value in the 'Total Completed Units' field.</p>
Total Years of Affordability	<p>If the period of affordability (POA) you are imposing on HTF-assisted units is longer than the period required by HTF regulations, enter the total number of years (HTF minimum plus additional) in this field. To indicate that the HTF-assisted units are to remain affordable in perpetuity, enter 99.</p> <p>If you are not imposing a longer-than-required POA, leave the field blank.</p>

When you are finished, click the [Save and Continue] button to display the next screen.

ADD/EDIT COMPLETION DETAIL (PAGE 2)

Page 2 consists of three screens for entering location, costs, and beneficiary information about the activity. The top part of each screen looks like this:

<ul style="list-style-type: none"> - Switch Profile - Logout 	<p>Activity</p> <p>Add HTF Completion Detail (Page 2)</p>									
<p>Activity</p> <ul style="list-style-type: none"> - Add - Search - Search HOME/HTF - CDBG Cancellation 	<p>Rental</p> <ul style="list-style-type: none"> • HTF Completion has been saved <p>Save and Previous Page Save Cancel</p>									
<p>Project</p> <ul style="list-style-type: none"> - Add - Search - Copy 	<p>* Indicates Required Field</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Grantee/PJ Activity ID: N/A</td> <td style="width: 33%;">Activity Name: Single Site Rental</td> <td style="width: 33%;">Program Year/Project ID: 2015/20</td> </tr> <tr> <td>IDIS Activity ID: 600</td> <td>Activity Owner: HAWAII</td> <td>Project Title: Single Site Rental</td> </tr> <tr> <td>HTF Multiple-address: No</td> <td>HTF Completion Activity Type: Rehabilitation Only</td> <td>Number of HTF-Assisted Units: 6</td> </tr> </table>	Grantee/PJ Activity ID: N/A	Activity Name: Single Site Rental	Program Year/Project ID: 2015/20	IDIS Activity ID: 600	Activity Owner: HAWAII	Project Title: Single Site Rental	HTF Multiple-address: No	HTF Completion Activity Type: Rehabilitation Only	Number of HTF-Assisted Units: 6
Grantee/PJ Activity ID: N/A	Activity Name: Single Site Rental	Program Year/Project ID: 2015/20								
IDIS Activity ID: 600	Activity Owner: HAWAII	Project Title: Single Site Rental								
HTF Multiple-address: No	HTF Completion Activity Type: Rehabilitation Only	Number of HTF-Assisted Units: 6								
<p>Utilities</p> <ul style="list-style-type: none"> - Home - Data Downloads - Print Page - Help 	<p>Activity Address: Ohia Ku Street Pukalani, HI 96788</p>									
<p>Links</p> <ul style="list-style-type: none"> - Contact Support - Rules of Behavior - CPD Home - HUD Home 	<p>Location Costs Beneficiaries ⓘ</p>									

Field	Description
Fields in gray box	These read-only fields identify the activity you are processing.
Location, Costs, Beneficiaries tabs	Use the tabs to navigate the Page 2 completion screens. When you select a different tab, data on the current screen is validated and saved before the new screen is displayed. Use the buttons at the top/bottom of the screen only when you are ready to exit Page 2.

The Location, Costs, and Beneficiaries screens are explained on the next page.

Location Tab

The Location screen is displayed when Page 2 is first accessed:

Location
Costs
Beneficiaries
i

Lead Paint

***Applicable Lead Paint Requirement:**

- Housing constructed before 1978
- Exempt: housing constructed 1978 or later i
- Otherwise exempt i

***Lead Hazard Remediation Actions:**

- Lead Safe Work Practices (24 CFR 35.930(b)) i
- Interim Controls or Standard Practices (24 CFR 35.930(c)) i
- Abatement (24 CFR 35.930(d)) i

Property

FHA Insured: i

Yes No

Save and Previous Page
|
Save
|
Cancel

Field	Description
Lead Paint	These fields are displayed only if the COMPLETION ACTIVITY TYPE on the previous screen is Rehabilitation Only, Acquisition Only, or Acquisition and Rehabilitation.
Applicable Lead Paint Requirement	This field must be filled in before the Costs or Beneficiaries tab can be accessed.
Lead Hazard Remediation Actions	Make a selection only if the previous field is Housing constructed before 1978.
FHA Insured	If the property is insured by the FHA, change this field to Yes.

Costs Tab

Clicking the Costs tab displays this screen:

Location
Costs
Beneficiaries
i

HTF

Form of Assistance	
Amortized Loan	\$ <input style="width: 20px;" type="text"/>
Grant	\$ <input style="width: 20px;" type="text"/>
Total	\$ 0.00

Public Funds

Form of Assistance	
HOME Funds	\$ <input style="width: 20px;" type="text"/>
CDBG Funds	\$ <input style="width: 20px;" type="text"/>
FHA Funds	\$ <input style="width: 20px;" type="text"/>
Other Federal Funds	\$ <input style="width: 20px;" type="text"/>
State Local Housing Trust Funds	\$ <input style="width: 20px;" type="text"/>
Other State/Local Funds	\$ <input style="width: 20px;" type="text"/>
Tax-Exempt Bond Proceeds	\$ <input style="width: 20px;" type="text"/>
Total	\$ 0.00

Private Funds

Form of Assistance	
Private Loans	\$ <input style="width: 20px;" type="text"/>
Owner Cash Contributions	\$ <input style="width: 20px;" type="text"/>
Private Grants	\$ <input style="width: 20px;" type="text"/>
Total	\$ 0.00

Other

Form of Assistance	
Low Income Housing Tax Credit Proceeds	\$ <input style="width: 20px;" type="text"/>
Total	\$ 0.00

Activity Totals

HTF Funds	\$
	<input style="width: 20px;" type="text"/> 0.00
All Funds	\$
	<input style="width: 20px;" type="text"/> 0.00
Total HTF Funds Disbursed	\$
	<input style="width: 20px;" type="text"/> 0.00

Save and Previous Page | Save | Cancel

Enter all amounts as dollars and cents. If you omit the decimal point and cents, IDIS will append '.00' when the amount is saved.

Field	Description
HTF Funds (Including PI)	

Field	Description
Amortized Loan	Enter the total amount, in dollars and cents, of HTF funds provided as an amortized loan. This is a direct loan which the borrower is expected to repay in full (principal and interest or principal only) over a fixed period of time.
Grant	<p>Enter the total amount, in dollars and cents, of HTF funds provided as a grant. A grant is provided with no requirement or expectation of repayment.</p> <p>A grant may be used to reduce the amount of principal borrowed, the principal repayment, or the effective interest rate (an interest subsidy payment) on a private loan.</p>
Deferred Payment Loan	<p>Enter the total amount, in dollars and cents, of HTF funds provided as a deferred payment loan (DPL). A DPL can be repayable at some future time or forgiven. A DPL is repayable when the property is sold, or is forgiven if (a) the owner does not sell the property for a specified number of years or (b) repayment of principal and interest starts after the bank loan is repaid.</p> <p>DPLs are often used to help rental activities by allowing deferral of payment until the activity becomes stable.</p>
Other	Enter the total amount, in dollars and cents, of HTF funds provided in some form other than the loan/grant assistance identified above.
Total	This read-only field shows the sum of the HTF FUNDS (INCLUDING PI) amounts entered. This total must equal TOTAL HTF FUNDS DISBURSED (the last field on the screen) before you will be allowed to change the activity status to Completed .
Public Funds	
HOME Funds	Enter the total amount of activity costs paid for with HOME funds.
CDBG Funds	Enter the total amount of activity costs paid for with CDBG funds.
FHA Funds	Enter the total amount of activity costs paid for with FHA funds.
Other Federal Funds	Enter the total amount of activity costs paid for with other (non-HTF) federal funds.
State/Local Housing Trust Funds	Enter the total amount of activity costs paid for with State/Local Housing Trust Funds
Other State/Local Funds	Enter the total amount of activity costs paid for with other state or local government appropriated funds.
Tax-Exempt Bond Proceeds	Enter the total amount of activity costs paid for with state or local government tax-exempt bond proceeds.
Total	This read-only field is the sum of the PUBLIC FUNDS amounts.
Private Funds	

Field	Description
Private Loans	Enter the total amount of activity costs paid for with money obtained from private financial institutions such as banks or credit unions.
Owner Cash Contributions	Enter the total amount of cash contributions provided by the owner of the rental property.
Private Grants	Enter the total amount of cash contributions donated by private individuals, organizations, etc.
Total	This read-only field is the sum of the PRIVATE FUNDS amounts.
Other	
Low Income Housing Tax Credit Proceeds	Enter the total amount of activity costs paid for with proceeds from the Low Income Housing Tax Credit (LIHTC) program.
Total	This read-only field shows the LIHTC amount.
Activity Totals	
HTF Funds	This read-only field always equals the HTF Funds (Including PI) TOTAL field above. It and the TOTAL HTF FUNDS DISBURSED field below must match before the activity status can be changed to Completed .
All Funds	This read-only field shows the sum of all HTF, public, private, and LIHTC funding amounts.
Total HTF Funds Disbursed	This read-only field displays the amount of HTF funds drawn down for the activity to date. It and the HTF Funds (Including PI) TOTAL field must be equal before the activity status can be changed to Completed .

Beneficiaries Tab

Information about the households assisted with HTF funds is entered on the Beneficiaries screen. The number of lines displayed is the same as the number in the HTF-ASSISTED UNITS field on the Page 1 completion screen (see page 6-7).

Location		Costs		Beneficiaries i	
Show lines: 1-15 Go					
Line i	*Unit No.	*Number of Bedrooms	*Occupant	*Total Monthly Rent	*% Median Income i
1 <input type="checkbox"/>	<input type="text"/>	Select ▼	Select ▼	<input type="text"/>	Select ▼
2 <input type="checkbox"/>	<input type="text"/>	Select ▼	Select ▼	<input type="text"/>	Select ▼
3 <input type="checkbox"/>	<input type="text"/>	Select ▼	Select ▼	<input type="text"/>	Select ▼
Save and Previous Page Save Cancel					

Household				
*Hispanic/Latino	*Race	*Size i	*Type	*Assistance Type
Select ▼	Select ▼	Select ▼	Select ▼	Select ▼
Select ▼	Select ▼	Select ▼	Select ▼	Select ▼
Select ▼	Select ▼	Select ▼	Select ▼	Select ▼

Field	Description
Show Lines	Displayed only if the number of HTF-ASSISTED UNITS on the Page 1 completion screen is greater than 15. Change the SHOW LINES selection and click the [Go] button to page through the screens. Updates made on the current page will be validated and saved before the next page is displayed.
Line	The number of lines filled in must equal the number of HTF-ASSISTED UNITS on the Page 1 screen before you will be allowed to change the activity status to Completed .
i	To delete a line of data, check the box in this column. Empty lines cannot (and need not) be deleted.

Field	Description
Unit No.	Enter the unit number of the HTF-assisted unit.
Number of Bedrooms	Specify the number of bedrooms in the unit: SRO/Efficiency or 1 through 5+ .
Occupant	<p>Specify Tenant, Owner, or Vacant.</p> <p>If the unit is vacant, leave the rest of the fields on this input line blank (any data you enter in them will not be saved).</p> <p>If one of the units is occupied by the owner, you must input data for at least four other units (with an OCCUPANT of either Tenant or Vacant) before you will be able to change the activity status to Completed.</p> <p>Note: HUD understands that rental units may not always be leased up immediately, and for that reason permits rental activities to be completed with vacant units. It is expected that tenant information will be input as soon as it becomes available and at least before the annual tenant report.</p>
Total Monthly Rent	<p>For each occupied unit, enter the total amount of the initial monthly rent to the nearest dollar. Include both the tenant contribution and the subsidy amount in the total.</p> <p><i>Tenant contribution</i> is the amount the tenant pays each month for rent. If the tenant-paid rent includes utilities or partial utilities (e.g., heat but not electricity), these costs must be added to the rent. To compute utility costs for the area, use the utility allowance schedule established by the Grantee.</p> <p><i>Subsidy amount</i> is the amount of rental assistance the tenant receives each month (including any utility allowances paid directly to the tenant).</p>
% Median Income	<p>For each occupied unit, specify the household's annual income level at the time of initial occupancy.</p> <p>Income levels are expressed as a percentage of the median income for the area, as determined by HUD with adjustments for family size. The percentages are:</p> <p>0 - 30% AMI Household annual income at or below 30 percent of the area median income (AMI).</p> <p>% of 30+ to poverty line (when poverty line is higher than 30% AMI) Household annual income above 30 percent but at or below the federal poverty line.</p> <p>% of the higher of 30+% AMI or poverty line to 50% AMI Household annual income is between the higher of 31% AMI and the federal poverty line and 50% AMI.</p>

Field	Description
Hispanic/Latino	<p>For each occupied unit, indicate if the head of household is Hispanic/Latino by selecting Yes or No.</p> <p>A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.</p>
Race	<p>For each occupied unit, select the race of the head of household:</p> <p>White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Black/African American: A person having origins in any of the black racial groups of Africa.</p> <p>Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>American Indian/Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.</p> <p>Native Hawaiian/Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>American Indian/Alaskan Native & White: A person having these multiple racial origins as defined above.</p> <p>Asian & White: A person having these multiple racial origins as defined above.</p> <p>Black/African American & White: A person having these multiple racial origins as defined above.</p> <p>American Indian/Alaskan Native & Black/African American: A person having these multiple racial origins as defined above.</p> <p>Other Multi-Racial: Category used for reporting individual responses not included in any of the above categories.</p>
Size	<p>For each occupied unit, specify the number of persons in the household, 1 through 8+.</p>

Field	Description
Type	<p>For each occupied unit, specify the type of household occupying the unit:</p> <p>Single, Non-Elderly – One person under the age of 62.</p> <p>Elderly – One or more persons, each of whom is at least 62 years old.</p> <p>Single Parent – A single parent with one or more dependent children 18 years old or younger.</p> <p>Two Parents – Two parents with one or more dependent children 18 years old or younger.</p> <p>Other – Any household not included in the above definitions, including two or more unrelated persons.</p> <p>If the previous field is 1 person, then this field must be either Single, Non-Elderly or Elderly.</p>
Assistance Type	<p>For each occupied unit, specify the type of assistance being provided to the occupant. Select:</p> <p>No assistance – self-explanatory.</p> <p>Project Based Section 8 – for tenants receiving Section 8 assistance through the Project Based Voucher Program under 24 CFR 983.</p> <p>Other Federal, State, or Local Project Based Assistance – for tenants receiving project based rental subsidies from other federal, state, or local rental assistance programs.</p> <p>Tenant Based Section 8 (Voucher) – for tenants receiving Section 8 assistance through the Section 8 Housing Voucher Program under 24 CFR 982.</p> <p>HOME TBRA – for tenants receiving HOME tenant-based rental assistance.</p> <p>Other Federal, State, or Local Tenant Based Assistance – for tenants receiving project based rental subsidies from other federal, state, or local rental assistance programs.</p>

When you are finished, select a different tab or click the [Save] button to save your data and return to the Edit Activity screen.

UPDATING THE ACTIVITY STATUS TO COMPLETED

The final step in completing any HTF activity is to change the ACTIVITY STATUS to **Completed** (see page 3-11). Remember, the HTF regulations at 24 CFR 93.402(d)(1) requires Grantees to enter all completion data and update the status of an activity to **Completed** within 120 days of the final draw.